



**Secrétariat international de l'eau  
International Secretariat for Water  
Secretariado internacional del agua**

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**Job Posting: Communications and Multimedia Officer**

The International Secretariat for Water is an international organization committed to promoting the right to safe water and sanitation around the world. We are hiring a Communications and Multimedia Officer to manage the organization's communication activities, including web and social media presence, and support its various projects with concise, engaging content. We're looking for a creative, adaptable and well-rounded candidate who can manage multiple tasks, adapt quickly to change, and synthesize complex information into a clear, concise presentation. You are bilingual, with strong written English. Reporting to the Executive Director, you will work with a young, dynamic and cross-cultural team of staff and volunteers.

**Job Title**

Communications and Multimedia Officer

**Tasks**

- Develop and distribute quality content to support our organization's activities;
- Maintaining and updating the website, producing regular news articles;
- Managing the organization's social media presence (Facebook, Twitter, LinkedIn);
- Producing regular newsletters with Mailchimp;
- Supporting the use of innovative communications tools;
- Implementing multimedia projects based on our organization's activities;
- Designing communication materials for projects (posters, flyers, roll-up banners, PowerPoint presentations, booklets, etc.);
- Planning the organization's overall communications and developing a communications strategy;
- Managing the organization's media relations.

**Administrative support:**

- Supporting the team to implement projects and programs, for instance: ensuring the smooth day-to-day running of the office, managing project-related information, assisting with negotiations and meetings with partners, supporting training sessions, workshops and meetings, drafting meeting minutes and other documents;
- Preparing and organizing project-related events;
- Assisting the organization to respond effectively to pressing issues;
- Supporting the team with fundraising and assessing potential donors;
- Performing other tasks as required.

**Qualifications and skills**

- Bachelor's degree in communications, marketing, public relations, literature or equivalent;
- 1-2 years' experience in a similar role;
- Excellent content generating and writing skills, with the ability to write in a range of tones and styles depending on audience;
- Experience with WordPress, Mailchimp, and social media management;

- Solid graphic design skills, with proficiency in Adobe Photoshop, Illustrator and InDesign. Video editing is a bonus;
- A team player;
- Bilingual English–French spoken and written (Portuguese and/or Spanish is an asset);
- Creative, innovative and committed;
- A demonstrated interest in international development cooperation, especially in water-related challenges.

### **Hours and conditions**

- 35 hours per week – Monday to Friday. May sometimes be required to travel abroad.  
Hourly wage: \$12 (or depending on experience and skills)
- Open-ended temporary position
- Location: Montreal, near Jean-Talon metro station

**All applicants must be eligible for a wage subsidy from Emploi Québec. If you are unsure if you are eligible, please visit their site : <http://www.emploiquebec.gouv.qc.ca/en/citizens/starting-a-new-job/employment-integration-programs/wage-subsidy/>**

### **About ISW**

The International Secretariat for Water is an international organization committed to promoting the universal right to safe drinking water and sanitation around the world. We carry out advocacy, education and awareness-raising activities and field programs all over the world to provide drinking water, sanitation and access to safe water resources to all. We're known for our ability to influence senior decision-makers and mobilize the public, driven by our conviction that water is the key to shared prosperity.

### **Application procedure**

To apply, please submit a curriculum vitae with a cover letter. Please include the name and contact information of at least two references.

The documents must be sent by e-mail in a combined PDF file with the subject line "Communications and Multimedia Officer" at the following address: [info@sie-isw.org](mailto:info@sie-isw.org). For more information on ISW, visit [www.sie-isw.org](http://www.sie-isw.org)

Application deadline: **May 21, 2018**

Anticipated start date: **June 1, 2018**

We thank you for your interest in this position. However, please note that only applicants selected for an interview will be contacted.